[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: DBA Verification Request
Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally request verification of the "Doing Business As" (DBA) name associated with my business, [Your Business Name], registered in the state of [State].
As part of a business application process, I am required to provide proof of my DBA registration. Please verify the following details related to my DBA:
- **DBA Name:** [Your DBA Name]
- **Owner Name:** [Your Name]
- **Business Address:** [Business Address]
- **Registration Number:** [Registration Number, if applicable]
- **Date of Registration:** [Registration Date]
I would appreciate your prompt attention to this matter, as it is essential for my ongoing business operations. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Business Name]